

CAMBRIDGE ELECTION COMMISSION VOTER REGISTRATION TRAINING MANUAL



Cambridge Election Commission
51 Inman Street
Cambridge, MA 02139
Tel: 617-349-4361;
Fax: 617-349-4366
www.cambridgema.gov/election

Revised July 2010



CITY OF CAMBRIDGE

BOARD OF ELECTION COMMISSIONERS

51 Inman Street, Cambridge, Massachusetts 02139-1732 • Telephone 617-349-4361 • TTY: 617-492-0235
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July, 2010

Dear Participant:

In 1994, the Motor Voter Law took effect in Massachusetts. Before that time the process of registering a person to vote was more complicated. The goal of the Motor Voter law is to encourage community outreach by making voter registration forms readily available to people wherever they work, visit or otherwise conduct business. To achieve this goal we have set up distribution sites for voter registration forms throughout the City. We also hold voter registration sessions at many Cambridge events, such as the Harvard Square Mayfair, Hoops N' Health, and Cambridge River Festival and conduct voter registration training for community organizations and Cambridge residents.

In an attempt to bring more visibility to our community Voter Registration sessions, we now provide all Voter Registrars with Cambridge Election Commission "Register and Vote" t-shirts and distribute "Register and Vote" pens to the public at our registration tables.

It has been a long tradition at the Election Commission of doing more than the law requires to effectively increase voter participation. With this spirit in mind the Cambridge Election Commission welcomes you to our community Voter Registration Training.

Sincerely,

Board of Election Commissioners

CONTENTS

1. CONDUCTING A VOTER REGISTRATION DRIVE
2. 2010 MASS STATE PRIMARY AND STATE ELECTION CALENDAR
3. VOTER REGISTRATION INFORMATION
4. FREQUENTLY ASKED QUESTIONS
5. MASSACHUSETTS POLITICAL PARTIES AND DESIGNATIONS
6. VOTER REGISTRATION FORM (IN-PERSON CAMBRIDGE RESIDENTS)
7. SAMPLE MAIL-IN VOTER REGISTRATION FORM
8. 3 STEPS TO REGISTER BY MAIL
9. CITY OF CAMBRIDGE POLLING LOCATIONS
- 10.ABSENTEE BALLOT APPLICATION
- 11.ABSENTEE BALLOT FAMILY MEMBER APPLICATION
- 12.VOTER REGISTRATION EVENTS FORM
- 13.“NOTES” PAGE

Conducting a Voter Registration Drive

Know Your Responsibilities

- You **MUST** return all Voter Registration Forms to the Election Commission as soon as possible and before the deadline to register to vote.
- Use the proper forms: Forms provided by our office or the Secretary of State's office can only be used by Massachusetts residents. These forms CANNOT be photocopied. For residents of other states, use the National Voter Registration Form, which can be found at http://www.eac.gov/voter_resources/register_to_vote.aspx.
- Quickly review the forms you collect before the person registering has walked away – make sure that all the boxes are checked and that the form is signed!

Know Your Facts

- Bring this manual with you so that you can answer questions that potential voters might have about the election schedule, the requirements for voter registration, etc. If you don't know the answer, refer the voter to our office or our website at <http://www.cambridgema.gov/election/>.
- Be aware of all deadlines – voters must register 20 days in advance of the election in order to vote in that election – and if you are collecting Mail-In Voter Registration Forms, you **MUST** send them in by that deadline!
- Make sure you know how to fill out the Voter Registration Form – lines 1, 2, 4, 6, 7, 13, and 14 are MANDATORY. Line 4 (residential address) cannot be a P.O. Box. Line 7 (ID #) requires a Massachusetts drivers license number or the last four digits of the voter's social security number.
- If a voter does not select a political party, they will be registered as unenrolled. If they register in a party, they can only vote in that party's primary. If they register as unenrolled, they can vote in any party's primary. If they register in a political designation, they cannot vote in any primary.
- The voter will receive a confirmation letter by mail, which will inform them where to vote. Let the voter know that they may need to show identification at the polls the first time they vote.

Plan Your Event

- If you plan to set up a table in public, make sure you have met any permit requirements.
- If you plan to register voters on private property (malls, shopping centers), make sure you have the permission of the owners.
- Bring supplies! You will need a table, a sign, plenty of pens, clipboards, and voter registration forms.

After the Event

- Mail the forms to the city or town in which the person registering resides. Cambridge forms can be sent to the Cambridge Election Commission at 51 Inman Street, Cambridge, MA 02139. A list of other city and town addresses can be found at <http://www.sec.state.ma.us/ele/eleclk/clkidx.htm>.

2010 Massachusetts State Primary and State Election Schedule

Subject to change by the General Court

	<i>Deadline Dates</i>		
	Party and non-party candidates for district and county offices	Party candidates for federal and state-wide offices.	Non-Party candidates for federal and state-wide offices.
Calendar of Events			
Nomination papers must be available. (They may be released earlier; check with Elections Division.)	February 9, 2010	February 9, 2010	February 9, 2010
Last day for a person running in a state primary to enroll in a party or for a person running only in a state election to unenroll from a party (except newly registered voters).	February 23, 2010	March 2, 2010	March 2, 2010
5:00 p.m., last day and hour to submit nomination papers to Registrars of Voters for certification of signatures.	April 27, 2010	May 4, 2010	August 3, 2010
5:00 p.m., last day and hour for Registrars of Voters to complete certification of signatures.	May 18, 2010	May 25, 2010	August 24, 2010
5:00 p.m., last day and hour for candidates to apply for review of non-certified signatures.	May 20, 2010	May 27, 2010	August 26, 2010
5:00 p.m., last day and hour for Registrars of Voters to complete review of non-certified signatures.	May 24, 2010	May 28, 2010	August 30, 2010
5:00 p.m., last day and hour to file nomination papers (including party enrollment or voter registration certificate and Ethics Commission receipt) with the Secretary of the Commonwealth.	May 25, 2010	June 1, 2010	August 31, 2010
5:00 p.m., last day and hour to file withdrawals of or objections to nomination papers with the Secretary of the Commonwealth.	May 28, 2010	June 4, 2010	September 3, 2010
5:00 p.m., last day and hour to fill vacancies caused by withdrawals.	June 3, 2010	June 9, 2010	September 9, 2010
PLEASE NOTE: All dates and deadlines below are the same for all candidates.			
9:00 a.m. to 8:00 p.m., last day to register to vote and to change party enrollment for the State Primaries (except in towns with fewer than 1500 voters registration sessions must be held 2:00 p.m. to 4:00 p.m. and 7:00 p.m. to 8:00 p.m.).	Wednesday, August 25, 2010		
State Primaries	Tuesday, September 14, 2010		
5:00 p.m., last day and hour to file withdrawals of or objections to nominations at the state primaries.	Monday, September 20, 2010		
5:00 p.m., last day and hour to fill vacancies caused by withdrawals at the state primaries.	Thursday, September 23, 2010		
5:00 p.m., last day and hour for write-in or sticker candidates who won at the state primary to file a written acceptance of nomination.	Monday, September 27, 2010		
9:00 a.m. to 8:00 p.m., last day to register to vote and to change party enrollment for the State Election (except in towns with fewer than 1500 voters registration sessions must be held from 2:00 p.m. to 4:00 p.m. and 7:00 p.m. to 8:00 p.m.).	Wednesday, October 13, 2010		
State Election	Tuesday, November 2, 2010		



Voter Registration Information

Qualifications to Vote

Be a citizen of the United States and a resident of the State of Massachusetts

Be 18 years of age or older on or before Election Day – *See below*

Be a Cambridge resident to vote in the local Cambridge elections

Contact Information

Cambridge Election Commission:

- Call: 617-349-4361
- www.cambridgema.gov/election

Secretary of Commonwealth of MA:

- Call: 1-800-462-VOTE or 617-727-2828
- www.sec.state.ma.us/ele/

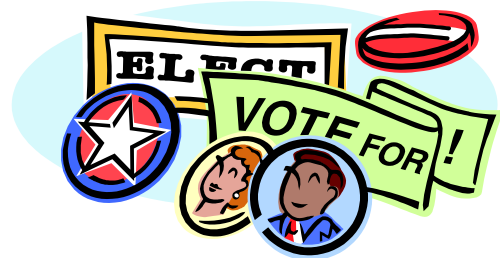
2010 Election Dates

State Primary – **September 14, 2010**

Last day to register – August 25, 2010

General/Presidential Election – **November 2, 2010**

Last day to register – October 13, 2010



If you will be 18 years old on or before Election Day...

- Must register before August 25, 2010 to vote in both the September State Primary and the November General Election. Or, must register between September 15, 2010 and October 13, 2010 to vote in the General Election.

Places to Register

- | | | | |
|---------------------------------|-----------------------|--|----------------------------|
| • Cambridge Election Commission | • City Clerk's Office | • Registry of Motor Vehicles | • Public Housing Locations |
| • Post Office | • Public Library | • Fill out a Mail-In Voter Registration Form | |

What are the Cambridge Election Commission's office hours?

- Mon. 8:30 – 8:00pm; Tues. – Thur. 8:30am – 5:00pm; Fri. 8:30am – 12:00pm
- To accommodate voter registration deadlines, the office is open on certain special days and special hours.
 - o **August 25, 2010 and October 13, 2010** – Office closes at 8:00pm



Frequently Asked Questions



When can I change my voter information?

- Voters may change their Name, Address, or Political Party at any time.
- Send a signed letter to the Election Commission with the requested change: Include your previous name and address and your new name, address, or political affiliation.
- Voters may also fill out a Mail-In Registration Form with their new information and send it to the Election Commission.

Is ID required to register to vote?

- No. However, it is advisable to submit ID when registering to vote by mail.
- Voters may be required to show ID at the polls, so be prepared just in case.
- Valid ID can include a government-issued ID, current utility bill, bank statement, paycheck or other government document showing your name and address.

What and where is my polling location?

- Your ward and precinct determine which elective district you vote in, the officials you elect and your polling location.
- To find your polling location either call the Election Commission or check online: www.wheredoivotema.com

When are you registered to vote?

- If you register in person at an officially designated office, then on that day.
- If you fill out a Mail-In Registration Form, you are officially registered on the postmark date.
- You must register 20 days before an election to vote in that election.
- To verify that you are registered, please call the Election Commission.

Can I register to vote if I am homeless?

- Homeless persons may use a shelter address to register.
- Homeless persons may also register from a location, such as a park bench, by using the map on the Mail-In Registration Form.

Can I register for a friend, family member, or another individual?

- No, this is prohibited under state law.

How do I stay on the Voting List?

- Keep the Election Commission updated with all of your current information.
- Answering the city census each year ensures that your name will remain on the Voting List.
- Those who don't answer the census are NOT precluded from voting. They will be made inactive and will need to bring ID and sign an affidavit of continuous residency in order to vote.

How can I get a letter verifying that I am a registered voter?

- Voter registration letters or cards are NOT necessary for voting purposes.
- The Election Commission office will issue a voter registration letter for \$2.00.
- If you would like a letter mailed to you, please send a signed request and a check for \$2.44 (fee and postage) made payable to the City of Cambridge.



CITY OF CAMBRIDGE

ELECTION COMMISSION

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MASSACHUSETTS POLITICAL PARTIES AND DESIGNATIONS

Parties – If you enroll in a party, you may vote in that party’s primary only. Enrollment in a party does not affect your right to vote in the general election.

Party Name and Letter Code	Telephone Number
Democratic (D)	617-472-0637
Republican (R)	617-523-5005
Libertarian (L)	1-800-JOIN-LPM

Designation Name and Letter Code	Telephone Number	Contact
Conservative Party (A)	617-968-5248	Stephen Robbins
Natural Law Party (B)	617-973-3523	Ayres Hall
New World Council (C)		
Reform Party (E)		
Rainbow Coalition (F)	617-262-4433	Melvin King
Green Party USA (G)	978-688-2068	
We The People (H)	508-934-6958	Robert Mustard, Jr.
Green-Rainbow (J)	978-688-2068	
Constitution Party (K)	Chairman@cpoma.org	Richard Selfridge
Timesizing Not Downsizing (M)	617-623-8080	Philip Hyde
New Alliance Party (N)		
Massachusetts Independent Party (O)		
Prohibition Party (P)		R.K. Whitney
American Independent Party (Q)	617-968-5248	Stephen Robbins
Socialist (S)	617-633-1857 413-367-9356	Matt Andrews Eric Chester
Interdependent 3 rd Party (T)	413-782-4453	Sam Hanna
America First Party (V)	508-997-3606 617-227-8071	Jonathan Hill L. Thomas White
Veterans America Party (W)	781-545-5364	Richard E. Hagert
World Citizens Party (Y)	617-876-1185	

Designations – If you enroll in a designation, you may not vote in any state or presidential primary. Enrollment in a designation does not affect your right to vote in the general election.

Unenrolled (also known as Independent) – If you do not choose to enroll in a party or designation, you may choose any party you wish at any primary and still remain Unenrolled.

Voter Registration Form

To register to vote in Massachusetts you must be: A U.S. CITIZEN, a resident of Massachusetts and at least 18 years old on or before the next election. If you are registering to vote at an agency, the fact that you register or refuse to register to vote will remain confidential and will be used only for voter registration purposes and the office at which you register will remain confidential and be used only for voter registration purposes. **Penalty for Illegal Registrations:** Fine of not more than \$10,000 or imprisonment for not more than five years or both. (MGL c56 s8).

Massachusetts Official Voter Registration Form • William Francis Galvin, Secretary of the Commonwealth

1	Check all Are you a Citizen of the United States of America? <input type="checkbox"/> Yes <input type="checkbox"/> No		NOTE: If you checked "no" to either of that apply: Will you be 18 years of age or older on or before Election Day? <input type="checkbox"/> Yes <input type="checkbox"/> No these questions, do not complete this form.	
2	Full name: last name first name		Jr. Sr. II III IV (circle one if appropriate)	
3	Former name (if applicable): last name first name		Jr. Sr. II III IV (circle one if appropriate)	
4	Address where you live now (street number, street name, rural route number and box number): street number / street name / rural route number and box number city or town		zip code + 4-digit	
5	Address where you receive all your mail (if different from #4): street number / street name / rural route number and box number city or town		zip code + 4-digit	
6	Date of birth: month day year	7 Identification #: license # or last four digits of your Social Security #	8 Telephone (optional): () -	Check if unlisted
9	Party enrollment or designation (check one): <input type="checkbox"/> Democratic <input type="checkbox"/> Republican <input type="checkbox"/> Libertarian <input type="checkbox"/> No Party (unenrolled) <input type="checkbox"/> Political Designation (not a political party):			
10	Address at which you were last registered to vote: street number / street name / rural route number and box number / post office box		apartment number	city or town state zip code + 4-digit
11	If the applicant is unable to sign this form, give the name, address and telephone number (optional) of the person helping the applicant: name address telephone number (optional)			
12	I hereby swear (affirm) that I am the person named above, that the above information is true, that I AM A CITIZEN OF THE UNITED STATES, that I am not a person under a guardianship which prohibits my registering to vote, that I am not temporarily or permanently disqualified by law from voting because of corrupt practices in respect to elections, that I am not currently incarcerated for a felony conviction, and that I consider this residence to be my home. Signed under the penalty of perjury.			
13	Today's date: month day year		Signed: Sign your name here. Agency Designation:	

Massachusetts Official Mail-In Voter Registration Form

How to use this form



William Francis Galvin
Secretary of the Commonwealth

1. Check all the boxes that apply to you.
2. Print your name: last name, first name, middle name or initial.
3. Print your former name, if applicable.
4. Print the address where you live now: number and street name or rural route number and box number (do not provide a post office box number), apartment number, city or town and full zip code. Use the map¹ at right if you cannot otherwise identify your address.
5. Print the address where you receive all your mail, if it is different from the address entered on #4.
6. Print your date of birth: month, day and year.
7. Federal law requires that you provide your driver's license number to register to vote. If you do not have a current and valid Massachusetts driver's license, you must provide the last four digits of your social security number. If you have neither, you must write "none" in the box.
8. It is optional to provide your telephone number. If you include your telephone number and do not check "unlisted" it will be a public record.
9. Check a party, 'no party' or print a political designation (not a party).
10. Print the address where you were last registered to vote.
11. If a person is helping you because you are physically unable to sign this form, that assisting person must print his or her name and address and has the option to print his or her telephone number.
12. Read the oath.
13. Print today's date.
14. Sign your name.

This form may be mailed or hand-delivered to your city or town hall. If mailed, fold the form, tape it closed, place a first class stamp on it, print your city or town name and zip code for that city or town hall and drop into any mailbox.

You can use this form to:

- register to vote in Massachusetts; and/or
- change your name or address for voter registration only; and/or
- join a party, change from one party to another or leave a party.

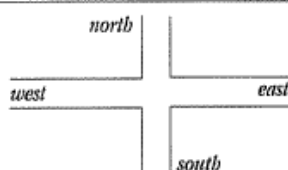
To register to vote in Massachusetts you must:

- **BE A U.S. CITIZEN;** and
- be a Massachusetts resident; and
- be at least 18 years old on or before the next election.

Penalty for Illegal Registration: Fine of not more than \$10,000 or imprisonment for not more than five years or both.
-Massachusetts General Laws, chapter 56 section 8.

Identification To Be Provided

Section 7 requires you to include your driver's license number or the last 4 digits of your social security number on this application. This information will be verified through the Registry of Motor Vehicles and the Commissioner of Social Security. If the information cannot be verified or you do not provide this information, you must provide identification either with this application or at your polling location when you go to vote. Sufficient identification includes a copy of a current and valid photo identification, current utility bill, bank statement, government check, paycheck or other government document showing your name and address.



¹Using landmarks, draw the location of the place where you live if you cannot describe that location as a number and street or as a rural route and box number.

Print all information in black ink. Follow above instructions for proper delivery. Do not use a photocopy of this form – use the original only!

1	Check all that apply: Are you a Citizen of the United States of America? <input type="checkbox"/> Yes <input type="checkbox"/> No Will you be 18 years of age or older on or before Election Day? <input type="checkbox"/> Yes <input type="checkbox"/> No NOTE: If you checked "no" to either of these questions, do not complete this form.			
2	Full name: last name first name middle name or initial. Miss Ms. Mrs. Mr.	Jr. Sr. II III IV (circle one if appropriate)		
3	Former name (if applicable): last name first name middle name or initial. Miss Ms. Mrs. Mr.	Jr. Sr. II III IV (circle one if appropriate)		
4	Address where you live now (street number, street name, rural route number and box number): street number / street name / rural route number and box number apartment number city or town			zip code + 4-digit
5	Address where you receive all your mail (if different from #4): street number / street name / rural route number and box number apartment number city or town			zip code + 4-digit
6	Date of birth: month day year	7 Identification #: license # or last four digits of your Social Security #	8 Telephone (optional): <input type="checkbox"/> Check if unlisted () -	
9	Party enrollment or designation (check one): <input type="checkbox"/> Democratic <input type="checkbox"/> Republican <input type="checkbox"/> Libertarian <input type="checkbox"/> No Party (unenrolled) <input type="checkbox"/> Political Designation (not a political party):			
10	Address at which you were last registered to vote: street number / street name / rural route number and box number / post office box apartment number city or town state zip code + 4-digit			
11	If the applicant is unable to sign this form, give the name, address and telephone number (optional) of the person helping the applicant: name address telephone number (optional)			
12	I hereby swear (affirm) that I am the person named above, that the above information is true, that I AM A CITIZEN OF THE UNITED STATES , that I am not a person under a guardianship which prohibits my registering to vote, that I am not temporarily or permanently disqualified by law from voting because of corrupt practices in respect to elections, that I am not currently incarcerated for a felony conviction, and that I consider this residence to be my home. Signed under the penalty of perjury.			
13	Today's date: month day year		14 Signed: Sign your name here.	

3 STEPS TO REGISTER BY MAIL

1. FILL OUT THE FORM
2. SIGN YOUR NAME
3. MAIL YOUR COMPLETED FORM TO:

CAMBRIDGE ELECTION COMMISSION
51 INMAN STREET
CAMBRIDGE, MA 02139.

FOR THE ADDRESS OF OTHER CITIES AND TOWNS
CONTACT THE SECRETARY OF STATE, ELECTIONS
DEPARTMENT, 617-727-2828.

IMPORTANT REMINDER

- Congress passed the “Help America Vote Act” (HAVA) in 2002 which created a new voter registration form and identification requirements. Section 7 on the new voter registration form requires that a person provide a driver’s license number or the last four digits of a social security number. If a person has neither, “NONE” must be recorded in the box.
- This information will be verified through the Registry of Motor Vehicles and the Commissioner of Social Security. If the information cannot be verified or you do not provide this information, you must provide identification along with the Mail-In Registration Form or at your polling location when you go to vote. Sufficient identification includes a copy of a current and valid photo ID, current utility bill, bank statement, government check, paycheck or other government document showing your name and address.



CITY OF CAMBRIDGE POLLING PRECINCTS

- | | |
|---|---|
| 1-1 O'CONNELL BRANCH LIBRARY
48 Sixth Street; Corner of Thorndike Street | 7-1 BALDWIN SCHOOL
Community Floor, 28 Sacramento Street entrance |
| 1-2 TRUMAN APARTMENTS , 25 Eighth Street,
Community Room, Thorndike Street Entrance | 7-2 BALDWIN SCHOOL
Community Floor, 28 Sacramento Street entrance |
| 1-3 MILLER RIVER APARTMENTS
15 Lambert Street, Cambridge Street entrance | 7-3 GUND HALL
48 Quincy Street, Cambridge Street Entrance |
| 2-1 PISANI CENTER
131 Washington Street | 8-1 GRAHAM AND PARKS SCHOOL (formerly
Peabody School) 44 Linnaean St., Playground Entr. |
| 2-2 M.I.T. , Kresge Auditorium, behind Stratton Center, 70
Mass. Avenue | 8-2 FRIENDS CENTER
5 Longfellow Park, Community Room |
| 2-3 M.I.T. , Kresge Auditorium, behind Stratton Center, 70
Mass. Avenue | 8-3 QUINCY HOUSE
58 Plympton Street, Main Entrance |
| 3-1 KING OPEN SCHOOL , (formerly Harrington
School) 850 Cambridge Street, Main Entrance | 9-1 LEXINGTON AVENUE FIRE HOUSE
167 Lexington Avenue |
| 3-2 DPW HEADQUARTERS
147 Hampshire Street, Back Building | 9-2 NATIONAL GUARD ARMORY
450 Concord Avenue, Classroom |
| 3-3 SALVATION ARMY HEADQUARTERS
402 Massachusetts Avenue | 9-3 HAGGERTY SCHOOL , 110 Cushing Street,
Gym, Lawn Street Entrance |
| 4-1 PUTNAM GARDENS , Community Room
Entrance between Magee and Callender Streets | 10-1 RUSSELL APARTMENTS (Senior Citizen
Apartments) 2050 Massachusetts Avenue |
| 4-2 CITY HALL
795 Massachusetts Avenue, Driveway Entrance | 10-2 GRAHAM AND PARKS SCHOOL , (formerly
Peabody School) 44 Linnaean Street, Playground Entr. |
| 4-3 2 MOUNT AUBURN STREET
Putnam Apartments, Lobby | 10-3 CADBURY COMMONS
66 Sherman Street |
| 5-1 LBJ APARTMENTS , 150 Erie Street,
Community Room (Parking Lot Entrance) | 11-1 JEFFERSON PARK COMMUNITY
CENTER BUILDING , 1 Jackson Place |
| 5-2 WOODROW WILSON COURT
Magazine St., Community Room, Fairmont St. Entry | 11-2 PEABODY SCHOOL ,
70 Rindge Avenue |
| 5-3 MORSE SCHOOL
40 Granite Street, Main Entrance | 11-3 BURNS APARTMENTS
50 Churchill Avenue, Community Room |
| 6-1 CITY HALL ANNEX , 344 Broadway
Conference Room, Second Floor | |
| 6-2 VERNON HALL NURSING HOME
8 Dana Street, Activity Room | |
| 6-3 SPAULDING HOSPITAL (FORMERLY
YOUVILLE HOSPITAL) , 1575 Cambridge Street
Hovey Avenue Entrance | |

Massachusetts Official Absentee Ballot Application

How to use this form



William Francis Galvin
Secretary of the Commonwealth

Box 1. Check all the boxes that apply to you. If the absentee ballot is to be used for a primary, circle the applicable party. **Remember**, in order to participate in a primary, you must be registered as a member of that party or as an unenrolled (independent) voter. Contact your town clerk, city clerk or election commission if you are unsure of your party designation.

Box 2. Print your name: last name, first name, middle name or initial.

Box 3. Print the address where you are registered to vote: number and street name or rural route number and box number (do not provide a post office box number), apartment number, city or town and full zip code.

Box 4. Check the appropriate box indicating your preference for obtaining your absentee ballot. Instead of having the ballot mailed to you, you have the option of voting at your city or town hall at a time arranged with the clerk or election commission. However, you must still submit a timely application. If you have entered a health care facility anytime after twelve o'clock noon of the 5th day before the relevant primary or election, contact the city or town clerk about the proper procedure to be followed. If the voter is applying for absentee ballots for all elections this year, be sure to notify the town clerk, city clerk or election commission of a change of mailing address.

Box 5. Print your date of birth: month, day and year.

Box 6. It is optional to provide your telephone number. If included and you do not check "unlisted" it will be a public record. Your telephone number may be used to contact you should a question arise concerning your application.

Box 7. It is optional to provide your e-mail address. If included, it will be a public record. Your e-mail may be used to contact you should a question arise concerning your application.

Box 8. Print today's date.

Box 9. Sign your name. Signed under penalty of perjury.

Box 10. If the applicant is unable to complete and sign this application because of blindness, physical disability, the inability to read or the inability to read English, any person designated by the voter may do so.

This application is for use by:

- A registered voter who will be unable to vote at the polls on election day due to:
 - (1) absence from your city or town during normal polling hours; or
 - (2) physical disability preventing you from going to the polling place; or
 - (3) religious belief;

OR

- A non-registered voter who is:
 - (1) a Massachusetts citizen absent from the state; or
 - (2) an active member of the armed forces or merchant marines, their spouse or dependent; or
 - (3) a person confined in a correctional facility or a jail, except if by reason of felony conviction.

Mailing instructions:

This application must be received by noon on the day before the election. This form may be mailed or hand-delivered to your city or town hall. If mailed, fold the form, tape it closed, place a first class stamp on it, print your city or town name and zip code for that city or town hall and drop into any mailbox.

Warning: Illegal absentee voting, including making a false application, is punishable by a fine of up to \$10,000 and up to five years in prison.

1	This absentee ballot application is being made for: <input type="checkbox"/> a primary (circle party) Democratic Republican <input type="checkbox"/> a preliminary election <input type="checkbox"/> an election date of election <input type="checkbox"/> all elections this year Libertarian				
2	Full name: _____ <small>Miss Ms. Mrs. Mr.</small> <small>last name</small> <small>first name</small> <small>middle name or initial.</small> <small>Jr. Sr. II III IV</small> <small>(circle one if appropriate)</small>				
3	Your legal voting residence: _____ <small>street and number, apt. number</small> <small>city or town</small> <small>ward/precinct (if known)</small> Check if applicable: <input type="checkbox"/> I am living outside the United States and the above address is my last residence in the U.S.				
4	Complete and check only one of the following: <input type="checkbox"/> Mail ballot to me at this address: _____ <small>street & number</small> <small>p.o. box, if any</small> <small>city or town</small> <small>state or country</small> <small>zip code</small> <input type="checkbox"/> I will call the town clerk or city clerk or election commission and vote there at a time arranged with the clerk or election commission. <input type="checkbox"/> I have been admitted to the _____, a hospital or other health care facility after twelve o'clock noon of the 5th day before the primary/election and I request that my absentee ballot be delivered to me by an election official or: _____ <small>name of a person designated by voter</small>				
5	Date of birth: _____ <small>month</small> <small>day</small> <small>year</small>		6	Telephone (optional): <input type="checkbox"/> Check if unlisted	
			7	E-mail address (optional): _____	
8	Today's date: _____ <small>month</small> <small>day</small> <small>year</small>		9	Signed: _____ <small>(under penalty of perjury)</small>	
10	Only to be completed by any person assisting applicant. Complete and sign the following: I assisted in completing this application since the applicant was unable to do so because of: _____ <small>reason</small> _____ <small>signature of assisting person (signed under penalty of perjury)</small> <small>printed name of assisting person</small> _____ <small>street and number</small> <small>city or town</small> <small>zip code</small>				

Massachusetts Official Absentee Ballot Application by a Family Member

How to use this form

Box 1. Check all the boxes that apply to the voter. If the absentee ballot is to be used for a primary, circle the applicable party. Remember, in order to participate in a primary, the voter must be registered as a member of that party or as an unenrolled (independent) voter. Contact the voter's town clerk, city clerk or election commission if he or she is unsure of their party designation.

Box 2. Print the voter's name: last name, first name, middle name or initial.

Box 3. Print the address where the voter is registered: number and street name or rural route number and box number (do not provide a post office box number), apartment number, city or town and full zip code.

Box 4. The ballot will be mailed to the voter. Print the voter's mailing address if it is different from their legal voting residence. If the voter is applying for absentee ballots for all elections this year, be sure to notify the town clerk, city clerk or election commission of a change of mailing address.

Box 5. Print the voter's date of birth: month, day and year.

Box 6. It is optional to provide the voter's telephone number. If the telephone number is included and "unlisted" is not checked, it will be a public record. The telephone number may be used to contact the voter should a question arise concerning the application.

Box 7. It is optional to provide the voter's e-mail address. If an e-mail address is included, it will be a public record. The e-mail address may be used to contact the voter should a question arise concerning the application.

Box 8. Print your name and relationship to the voter. Be sure that you qualify as a "family member" as defined at right.

Box 9. Print your address number and street name or rural route number and box number (do not provide a post office box number), apartment number, city or town and full zip code.

Box 10. Print today's date.

Box 11. Sign your name. Signed under penalty of perjury.



William Francis Galvin
Secretary of the Commonwealth

This application is for use by a family member of:

- A registered voter who will be unable to vote at the polls on election day due to:
 - (1) absence from your city or town during normal polling hours; or
 - (2) physical disability preventing you from going to the polling place; or
 - (3) religious belief;

OR

- A non-registered voter who is:
 - (1) a Massachusetts citizen absent from the state; or
 - (2) an active member of the armed forces or merchant marines, their spouse or dependent; or
 - (3) a person confined in a correctional facility or a jail, except if by reason of felony conviction.

A "family member" must be:

a spouse or person residing in the same household, in-laws, father, mother, sister or brother of the whole or half blood, son, daughter, adopting parent or adopted child, stepparent or stepchild, uncle, aunt, niece, nephew, grandparent or grandchild.

Mailing instructions:

This application must be received by noon on the day before the election. This form may be mailed or hand-delivered to your city or town hall. If mailed, fold the form, tape it closed, place a first class stamp on it, print your city or town name and zip code for that city or town hall and drop into any mailbox.

Warning: Illegal absentee voting, including making a false application, is punishable by a fine of up to \$10,000 and up to five years in prison.

1	This absentee ballot application is being made for: <input type="checkbox"/> a primary (circle party) <i>Democratic</i> <i>Republican</i> <i>Libertarian</i> <input type="checkbox"/> a preliminary election <input type="checkbox"/> an election <small>date of election</small> _____ <input type="checkbox"/> all elections this year				
2	Full name of voter: _____ <small>Miss Ms. Mrs. Mr.</small> <small>last name</small> <small>first name</small> <small>middle name or initial.</small> <small>Jr. Sr. II III IV</small> <small>(circle one if appropriate)</small>				
3	Voter's legal voting residence: _____ <small>street and number, apt. number</small> <small>city or town</small> <small>ward/precinct (if known)</small>				
4	Voter's mailing address (if different than #3): Mail ballot to me at this address: _____ <small>street & number</small> <small>p.o. box, if any</small> <small>city or town</small> <small>state or country</small> <small>zip code</small>				
5	Voter's date of birth: <small>month day year</small>	6	Voter's Telephone (optional): <input type="checkbox"/> Check if unlisted	7	Voter's E-mail address (optional): _____
8	Your name and relationship to the voter: Printed name: _____ Relationship: _____				
9	Your address: _____ <small>street & number</small> <small>city or town</small> <small>zip code</small>				
10	Today's date: <small>month day year</small>		11	Your Signature: (under penalty of perjury)	



CITY OF CAMBRIDGE

BOARD OF ELECTION COMMISSIONERS

51 Inman Street, Cambridge, Massachusetts 02139-1732 ▪ Telephone 617-349-4361 ▪ TTY: 617-492-0235
Fax: 617-349-4366 ▪ Email: Elections2@cambridgema.gov ▪ Website: www.cambridgema.gov/election

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VOTER REGISTRATION EVENT _____

DATE: _____ LOCATION _____

_____ VOTER REGISTRATION/AFFIDAVITS

_____ MAIL-IN REGISTRATION FORMS

_____ ELECTION CALENDARS

_____ ABSENTEE VOTER FORMS

_____ GENERAL INQUIRIES

COMMENTS:

REGISTRAR



NOTES